



City of New Orleans  
**Flexible Spending Accounts**  
**How to Enroll**

**Enroll Online**

Go to <https://enroll.asiflex.com>. From here, simply follow the prompts:

1. Enter your employer code: **NOLA** and click **"Continue"**.
2. Enter your social security number and click **"Continue"**.
3. Enter the first three letters of your last name and then the initial of your first name. You may be prompted to enter your full first name, last name or ID for verification purposes. Click **"Continue"**.
4. Flexible Spending Account Elections - Check the FSA(s) you wish to participate in and fill in either the pay period contribution or the annual election amount and let the system calculate the rest for you. Click **"Continue"**.
5. Reimbursement - To have your reimbursements deposited to a bank account, complete the bank routing number, account number and type of account. A check may also be mailed to your home address. You may also sign up for texted alerts by providing your mobile phone number and wireless carrier information. To sign up for email alerts, enter and confirm your email address. Click **"Continue"**.
6. Debit Card Election Information – HCFSA participants will automatically receive two free debit cards. Enter information as requested to validate your address and to acknowledge you understand how to use the Card. Click **"Continue"**.
7. Final Review - Review and confirm your elections. Click **"Confirm"** to complete your enrollment, or click **"Go Back"** to change your enrollment.
8. Your Elections Have Been Recorded - The final screen will display your confirmation number and election. **Print or save this screen for your records.**

**Note:** If you need to make a change after exiting this web site and before open enrollment closes, simply login and enroll again using this procedure.

**Call ASIFlex at (800) 659-3035 if you need assistance with enrollment or have plan questions.**